

MATERIALS REQUESTED FOR ON-SITE SURVEY

Out Patient Facilities

Facility _____

SURVEY DATE _____

STAFF and ADMINISTRATIVE RECORDS

- ___ Policy and Procedure manuals, including organizational chart or statement showing reporting responsibilities and relationship between the clinic staff and governing board.
- ___ Disaster plan
- ___ Fire evacuation plan
- ___ Report of most recent drill
- ___ Report of fire marshall's most recent inspection
- ___ Job descriptions -- all direct care personnel
- ___ Staff schedule for past six (6) months
- ___ Current Policies and Procedures for Infection Control/Communicable Diseases (formally only focused on TB)- all employees
- ___ Confirmation of current license or registration, where applicable
- ___ Reports of incidents involving patients

POLICIES / PROCEDURES/ CONTRACTS

- ___ Handling and storage of medical records
- ___ Content of medical records
- ___ Nursing policies and procedures
 - ___ charting requirements, including phone contacts
 - ___ infection control and surveillance
 - ___ instrument disinfection and storage
 - ___ use of standing orders
 - ___ treatment protocols
 - ___ checks of equipment and logs...e.g., glucose meter, EKG
 - ___ transfer of patients
- Radiology--/--Ultra Sound Equipment....(last calibrated?)
 - ___ reports of major checks of equipment ___reports of badge readings
 - ___ logs of routine cleaning, maintenance, checks and corrective action ___examination protocols

Respiratory, if applicable

- ___equipment disinfection and storage _____treatment protocols

Housekeeping

- ___EPA registration on chemicals used in cleaning bathrooms ___Policies and procedures
- ___Building maintenance _____logs of checks and corrective action
- ___preventive maintenance program _____hot water temperature
- ___ _____
- ___ _____